

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

DIRECTOR OF AVIATION (AIRPORTS)

FLSA STATUS:

Exempt

CLASS SUMMARY:

The Director of Aviation (Airports) is the second level in a two level Management Airports series. Incumbent is responsible for developing, implementing, and overseeing policies and procedures related to the operation, maintenance, long-range planning, and fiscal management of the Fresno Yosemite International and Chandler Executive Airports. Incumbents are also responsible for overseeing regulatory and statutory compliance and capital investment planning which involve external agencies and all levels of government.

The Director of Aviation (Airports) is distinguished from the Assistant Director of Aviation (Airports) by its responsibility for directing the overall operations of the Fresno Yosemite International and Chandler Executive Airports.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises staff at assigned airports to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations | Daily
10% |
| 2. | Directs and monitors the day-to-day activities and operations at assigned airports, which includes: maintaining, administering, and implementing standard operating procedures, quality assurance standards, policies, goals, objectives, work plans, and workflow; planning and prioritizing capital investment projects; ensuring procedures and equipment meet operational performance standards; and, ensuring compliance with applicable laws, ordinances, codes, rules, regulations, standards, policies, and procedures | Daily
20% |
| 3. | Directs, reviews, and participates in the development of a variety of reports, work papers, communications, schedules, and/or other related documents to and from internal departments, the City Council, governmental entities, external agencies, contractors, and/or other interested parties; formulates recommendations based on findings; manages priorities, work processes, and procedures; ensures adherence and compatibility with organizational goals, objectives, and strategic initiatives. | Daily
20% |

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4.	Represents the City and/or the Department at a variety of internal and/or external meetings, public events, committees, and/or other related events in order to facilitate positive collaborative relationships and receive and/or convey information.	Daily 10%
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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
5.	Monitors and analyzes operational, administrative, and statistical data related to aviation operations and regulatory requirements, <u>which include FAA, TSA (at the federal level), State Department of Aeronautics (at the state level), and all local governments and makes recommendations based on findings.</u>	Daily 10%
6.	Forecasts, prepares, and administers operational and capital improvement budgets for assigned airports; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures.	Daily 10%
7.	Monitors the overall <u>capital investment planning and</u> financial operations of the Department and develops and maintains liaison with financial market advisors and underwriters.	Daily 10%
8.	Oversees property management activities, including ensuring tenant compliance with lease requirements.	Daily 5%
9.	Develops and facilitates marketing outreach programs to achieve new domestic and international air service. <u>Prioritizes Department assets and capabilities in order to accommodate a changing operating environment.</u>	Daily 5%
10.	Performs other duties of a similar nature or level.	As Required

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Training and Experience (positions in this class typically require):

- Bachelor's Degree in a directly related field and ten years of directly related airport supervisory and management experience, including three years preferably at an airport of comparable size or smaller in the capacity of Director, or as an Assistant Director or Division Head in a larger airport , are required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Master's Degree preferred.

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Licensing Requirements (positions in this class typically require):

Licensing Requirements:

- Basic Class C License
- Successful completion of a Federal Aviation Administration (FAA) 10 year employment history verification, which may include a criminal history records check

Knowledge (position requirements at entry):

Knowledge of:

- Managerial and leadership principles;
- Property management principles and practices;
- Aviation industry;
- International aviation market;
- Domestic financial markets;
- Applicable FAA, Federal, State, and Local laws, codes, ordinances, rules, and regulations governing the operation of commercial service airports;
- Strategic planning principles and practices;
- Research and data analysis techniques;
- Community and public relations principles and practices;
- Airport development, planning, traffic control, and safety principles, practices, and procedures;
- Transportation design and construction methods and techniques;
- Organization and function of municipal governments;
- Effects of political decision making on airport operations and policy;
- Technical aspects of how airports operate.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work
- Training employees in proper work methods;
- Developing, implementing, and administering a comprehensive air service program;
- Implementing public relations initiatives
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Using computers and applicable software applications
- Developing and administering budgets
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions, and implementing recommendations in support of goals;
- Analyzing data associated with aviation operations;
- Speaking in public; making public presentations;
- Developing and implementing economic development marketing and promotion plans
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Communicating ideas effectively in reaching airport objectives and goals;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping and walking.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to life, carry, push, pull or otherwise move objects including one's own body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met. Some positions may require more frequent walking, lifting and standing.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

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Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 11/2007